

INTERVIEWS: WHAT ARE THEY?

The Definition: An interview is an opportunity for employers and applicants to discuss job requirements and qualifications. During the interview applicants may ask questions about the job and company. It is likely the employer will make a decision about who to hire based on the interview.

Different Types of Interviews

Telephone Screening	The employer uses the phone conversation to decide if he/she would like to meet you in person. This is used when there is a large applicant pool, the job involves a lot of telephone work, or because of travel expenses for out-of-state applicants.
Screening Interview	Evaluates your qualifications and personality to see if you will fit into the company or position and to reduce the group of applicants for further interviews.
Non-Directed	Questions are open-ended. This gives the applicant options in terms of the content of their answers. Focus is left up to the applicant.
Stress	Techniques used to put the candidate under stress are: rapid fire questions, silence, and emphasizing a lack of qualifications for the position in question.
Board	Applicant sits in front of two or more interviewers who may have their own agendas for the direction of the interview.
Behavioral Based	Questions will require an example to demonstrate your qualifications – “Describe an experience when...”

FROM AN INTERVIEW EMPLOYERS FIND OUT:

- ◆ Can I trust this person? Will this person work hard?
- ◆ Will this person be able to work independently or require constant supervision?
- ◆ Does the individual understand the job responsibilities and requirements?
- ◆ Could this person learn quickly or be trained easily?
- ◆ Will this person understand orders and follow them?
- ◆ Is the application neat? What impression does it give of this person's work?
- ◆ Does this person have personal problems that might affect work?
- ◆ Does this person dress appropriately?
- ◆ Is this person responsible and dependable?
- ◆ Will this person be loyal to the company?
- ◆ Will this person fit in with the others who work here and with our customers?
- ◆ Will this person be able to handle pressure well?
- ◆ Will this person get along with others?

Sample Interview Questions:

1. Tell me about yourself.
2. Why do you want this job/to work for this company?
3. Why did you leave your last job?
4. Why should we hire you/what can you do for us?
5. What do you know about our company?
6. What are your greatest strengths and why? Weaknesses?
7. What experience do you have working under pressure?
8. What accomplishments have given you the most satisfaction? Why?
9. What salary do you have in mind? What about you justifies that salary?
10. Describe how you solve problems.
11. What do you expect from a supervisor?
12. If I call your references/past supervisors, what would I be told?
13. What do you offer us that someone else cannot?
14. What do you think an employee's obligation is to his/her employer?
15. What can you do that would help increase sales? Decrease expenses?
16. Describe a situation in which your work was criticized and how you responded?
17. What qualifications do you have that make you feel you will be a success in your field?
18. Give three words to describe yourself.
19. Have you ever been involved with training, supervising or teaching others? When?
20. What would you do if a supervisor told you to do something now and another supervisor told you to do it later?